



POLICY AND PROCEDURES
Of the
INTERNATIONAL WOMEN'S CLUB, SARAJEVO

Article I — Purpose

This document shall be referred to as the “Policy Manual.” Its purpose is to set forth in more detail the policy and procedures to be followed by the International Women's Club, Sarajevo in conducting its activities. It should be read in accordance with the Club's Constitution.

Article II— Revisions to Policy

This manual may be revised from time to time as determined by the Board of Directors of the IWCS.

Article III — Membership

- A. The Club shall endeavor to maintain a balance of nationalities within its membership (such balance to be defined from time to time by the Board of Directors.) No single nationality should exceed 40%.
- B. Members are expected to:
 - 1. be active participants in Club activities;
 - 2. pay their dues in a timely manner;
 - 3. support Club efforts for improving international friendship and understanding;
 - 4. assist the Club in its humanitarian endeavors.
- C. The Board shall set the amount of the membership fee. The annual membership fee of 50DM shall be payable by the October monthly meeting. New members may join any time and must pay their dues within two months of joining. Persons joining the IWCS after February 1 and short-term members (persons joining for less than five months) shall pay 25 DM.
- D. Members shall not use their membership in the Club for personal profit or to promote one particular group or nationality over another.

Termination of Membership:

- A. Membership will terminate as a result of:
 - a. resignation in writing by the member;
 - b. termination by the Board in case of non-payment of annual fees by December General Meeting;

- c. termination by the Board in the Board deems a member's conduct unbecoming in a manner that:
 - i. misrepresents IWCS;
 - ii. causes internal strife within the Club.
 - d. termination by the Board in the event that a member acts contrary to the Constitution or the by-laws or in the event that a member does not comply with the decisions of the Club;
 - e. death.
- B. Members, who have been notified that their membership will either be terminated or discontinued, may appeal such resolutions to the Board within one month after the receipt of such notice. In this notice the said person shall be informed of the right of appeal to the Board. During the appeal period and pending the appeal, the member concerned is suspended.

Article IV — Leadership

- A. All directors form a team and act as a body, even though each has specific but not exclusive duties.
- B. The President should sign all official correspondence.
- C. Each director agrees to perform ALL duties connected with her position.
- D. Committees of no less than three persons to support Club activities shall be established as necessary by the Board. These committees shall always be under the responsibility of at least one director, and not independent committees.
- E. Board meetings will be regularly scheduled and announced by notice (telephone or newsletter) at least 48 hours before the meeting. A Board meeting may be called by the President or any three members of the Board.
- F. Any member is welcome to present an issue to the Board, on the condition that she provides advance notice and has the issue placed on the agenda.
- G. The Board shall establish an accounting procedure. The head of each committee shall keep track of all money donated, raised or collected, including charitable donations, and shall account for all such funds to the treasurer.

The Board:

- 1. With the approval of the Board, each officer may form a committee or select an assistant to help in the execution of her function.

Article V — Nominations and Elections

- A. The Board at its March meeting shall appoint a Nominating Committee to consider nominations for the Board for the following year, receive nominations and approach potential candidates for Board positions.
The Nominating Committee shall, if possible, consist of at least 5 members representing as many nationalities as possible, two of them being members of the Board.
- B. The Nominating Committee shall act as a single body, not as individuals. They shall report to the Board.
- C. Not less than two months before an election the Nominating Committee shall request, from the membership, proposals for candidates for the Board. From these

suggestions and their own recommendations the Nominating Committee shall draw up a preliminary list of candidates, at least one for each office, subject to approval by the Board.

The Board will announce the final list to the membership, at least one month before the elections. The dead line for nominations should be at the April General Meeting.

- D. The nominations shall be for ALL positions each year. Directors must indicate whether they are running again for their positions.
- E. Members, may volunteer themselves or be suggested to the Nominating Committee by other members. In the second case, the Nominating Committee must approach the member (privately) and get her agreement. In both cases the application must be supported by another member of the Club.
The Nominating Committee has the right to approach other members to stand.
- F. The Nominating Committee is responsible for handling elections. The Nominating Committee will present the final list of Board candidates for approval at the May Board meeting. (No nominations from the floor will be accepted at the May meeting.)
At the May General Meeting, all candidates should give a short presentation about how they see themselves running the office they are running for.
- G. The final list of approved candidates shall be published by the Nominating Committee in the May newsletter, along with the ballot.
- H. Each Club member should vote and return the ballot at the May General Meeting or give it to a member of the Nominating Committee in case of absence. The returned ballot will be in a separate envelope and will be secret.
- I. Members have the obligation to return their ballots. Elections shall be by a simple majority of all votes cast. If there is only one candidate for an office, then she has to secure the approval of at least 50% of the votes.
Members do not need to support a candidate when there is only one person standing for that position.
- J. Each candidate must have been a member of the Club for at least three months.
- K. The “new” and “old” Boards shall meet for hand-over before the “old” Board disbands, at the end of June. Names of the new Board members shall appear in the June edition of the Newsletter and the new Board will take over at the last meeting of the membership in June.
- L. Members will be informed of vacancies on the Board or Committees at monthly meetings and in the Newsletter. In the event of a vacancy for President the Vice - President will serve as President for the rest of the Club year.

Article VI— Meetings

Monthly meetings shall take place during the Club Year except for July and August with a program that reflects the purposes of the Club as set forth in the Constitution. Each member should attend a minimum of five meetings.

Article VII— Interest Groups and Fund-raisers

- A. Interest groups may charge fees to cover the costs of activities if premises or equipment need to be hired, materials purchased, or non-member professional expertise acquired. Interest group leaders shall account for all such fees to the Treasurer. Profit should be turned into the Board.

- B. Interest groups may conduct their activities in any language agreed upon by the group.
- C. Activities, if for profit, may be advertised in the Club newsletter on the same terms and conditions as other advertisements. The Club may also publicize any activities of general interest regarding activities and upcoming events.

Article VIII— Procedure for Amending the Constitution

- A. IWCS members must be given prior notification of any amendments proposed in accordance with the Constitution. Such notification shall be given in the newsletter preceding the monthly meeting at which the amendment or amendments are presented for adoption.
- B. A secret vote on any proposed amendment shall be held at a general membership meeting, provided that a quorum in accordance with the Constitution is present.
- C. Any amendments to be passed must achieve a two-thirds majority vote of those present.